



WEDDING EVENT PERMIT GUIDE

PRIVATE WEDDING EVENTS
(By Invitation Only)
2017

City of Duluth - Parks & Recreation Division
City Hall - Ground Floor • 411 West 1st Street
Duluth, MN 55802-1198

Wedding Permit Line: 218.730.4330

Fax: 218.730.5913

kbehling@duluthmn.gov

<http://www.duluthmn.gov/parks/reservations-permits>

Visit our website to secure a reservation

BAYFRONT FESTIVAL PARK BAYFRONT PARK PLAZA BAYFRONT FAMILY CENTER

700 Railroad Street (S 5th Av W & Railroad St)

PERMITS OBTAINED DIRECTLY FROM THE DECC

The Duluth Entertainment Convention Center (DECC) is the current manager of this park. Call 218.722.5573 or email bayfront@decc.org for more information.

BRIGHTON BEACH 63rd Av E & Congdon Blvd

Pavilion, gazebo, grills, tables, fire shelter, rocky beach, portable restrooms only, no water or electricity....good for groups up to 100; parking for 50 cars.

CHAMBERS GROVE 137th Av W & Hwy 23

Pavilion with fireplace, grills, tables, playground, boardwalk, restrooms, electricity, large open spacegood for large picnics; parking for 25 cars. No reservations taken for 2017 due to construction and repairs.

CHESTER BOWL PARK 1800 E Skyline Pkwy

Stage, tables, playground, ballfield, soccer field, trails, restrooms, water, electricity. Parking for 80 cars. Please call 218.724.9832 or email info@chesterbowl.org first to check for availability before calling the Wedding Permit Line.

ENGER PARK

16th Av W & Skyline Pkwy (near Enger Golf Course)

Enger Tower, gazebo overlooking City, grills, tables, gardens, trails, restrooms, water, electricity....for groups up to 100; parking for 60 cars.

LEIF ERIKSON PARK 11th Av E & London Rd (separate from the Rose Garden)

Stage, portable restrooms only (restroom building available in nearby Rose Garden), electricity....good for both outdoor special events and private events, for groups up to 1,500; parking for 50 cars in the Rose Garden lot. Advised to bring in portable restroom.

LESTER PARK

61st Av E & Superior St (near Lester Golf Course)

Pavilion, grills, tables, electricity, playground, trails, soccer field, portable restrooms only....good for large public special events or private picnics and weddings; parking for 50 cars. Portable restrooms only.

LINCOLN PARK 25th Av W & 3rd St

Pavilion, portable restrooms, grills, picnic tables, electricity, playground, trails, stone stage....good for both public and private events; parking for 10 cars. (Does not include skating rink area of park.)

PARK POINT BEACH HOUSE 45th St & Minnesota Av

PERMITS OBTAINED DIRECTLY FROM THE YMCA

The Beach House is available for rent for wedding receptions, with small wedding ceremonies currently allowed on a segment of the beach. The YMCA is the current manager of the entire Park Point recreation area. Call Cheryl at 218.722.4745 Ext.164 or email cpodtburg@duluthymca.org for park availability, rates, and the permit process. Recreational space good for large public special events or private picnics and weddings. Parking for 385 cars.

ROSE GARDEN 11th Av E & London Rd (separate from Leif Erikson Park)

Gazebo, restrooms, electricity....small weddings up to 150 people are allowed with chairs only for disabled and elderly; parking for 50 cars in the Rose Garden lot.

SISTER CITIES PARK

Above Lakewalk around 1st Avenue East

Overlooking Lake Superior featuring a Japanese-style arch, small grassy spaces, park benches, electricity, nearby bathroom building and metered parking. Good only for very small ceremonies up to 50 people.

THIS BROCHURE IS YOUR MAIN REFERENCE TOOL FOR THE WEDDING PERMIT PROCESS: Keep on hand until the completion of your wedding. Choose a park that is suitable for your needs.



A "Wedding Event" is one that is: 1) a wedding ceremony, 2) a wedding rehearsal, or 3) a wedding ceremony and picnic reception combined (not to include alcohol, live music, or dancing). To be held on City of Duluth park land, a Wedding Event Permit is required. All wedding events, regardless of size, require a permit to reserve the space.

WHAT IS A WEDDING EVENT?

Formal wedding receptions that serve alcohol and have live music and dancing are not allowed in City of Duluth parks.

Plan your wedding photos to be taken within your existing time slot. Any picture-taking planned outside of your designated permit time and space is at your own risk of another event scheduled at the same time and place.

All other private events, such as a family reunions, company picnics, or birthday parties, attended by 40 or more people, also require a permit. (To secure the park space, you may wish to get a permit, even for groups under 40 people.) Call 218.730.4320 or email kdecker@duluthmn.gov for more information on Private Event Permits.

PARK CAPACITY

up to 50: Sister Cities Park
up to 100: Brighton Beach, Enger Park
up to 150: Rose Garden
up to 200: Chester Park, Lincoln Park
Any Size: Bayfront, Chambers Grove, Leif Erikson Park, Lester Park, Park Point

TIME SLOT

FOR ALL PARKS EXCEPT ROSE GARDEN:

- 10 am to 3 pm
- 4 pm to 9 pm
- 10 am to 9 pm (will be charged for two slots)

TIME SLOTS ARE THE SAME FOR REHEARSALS

****The majority of parks close at 10 pm****

NOTE: Reserve enough time needed for set-up and tear-down of your event. Do not assume you can come early and stay late, as a time slot before or after you may already be reserved. Very important!

ROSE GARDEN GAZEBO

- You may reserve 2-hour time slots for wedding ceremonies or photos only. (Roses are typically in bloom from June to end of September.)
Time slots:
10 am-12 pm, 12-2 pm, 2-4 pm, 4-6 pm, 6-8 pm
- Chairs are allowed only for the elderly or disabled.
- Canopies are not allowed in the Rose Garden.
- Rose Garden remains open to the public; you only have exclusive use of the gazebo area.
- Rehearsals or photo shoots require a separate permit.

ADDITIONAL CITY OF DULUTH

Contact VISIT DULUTH for more information on additional sites for weddings, receptions, lodging, or things to do while in Duluth.

1.800.438.5884 or 1.218.722.4011
www.VisitDuluth.com
Email: cvb@visitduluth.com

WEDDING EVENT FEE STRUCTURE

ENGER PARK	\$350 Resident
(per 5-hour time slot)	\$500 Non-Resident

LEIF ERIKSON PARK	\$250 Resident
(per 5-hour time slot)	\$400 Non-Resident

ROSE GARDEN GAZEBO	\$250 Resident
(per 2-hour time slot)	\$400 Non-Resident

(Picnic receptions are allowed at most parks, except for the Rose Garden and the Sister Cities Park. A "Picnic Reception" fee will be added to total due, according to anticipated attendance rates listed below.)

ALL OTHER PARKS LISTED ON PAGE 1

1-150 persons	\$100 Resident
(per 5-hour time slot)	\$160 Non-Resident

151+ persons	\$150 Resident
(per 5-hour time slot)	\$240 Non-Resident

Canopy Deposit	\$100
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Alcohol Consumption Permit	\$125
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Permit Transfer Fee	\$25
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Late Fee	\$25
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****Fees do not apply to Bayfront Festival Park or the Park Point area. Call contact person on page one at the site of your choosing for more information.****

Permit Fees subject to change annually

Credit Card payment are accepted online when securing your reservation.

PERMIT FEES ARE NON-REFUNDABLE AND CANNOT BE TRANSFERRED FROM PERSON TO PERSON.

CHECKLIST - Please Read and Follow

_____ Visit our website at <http://www.duluthmn.gov/parks/reservations-permits/#wedding> to check park availability and to secure your wedding permit.

_____ Payment is due in full upon reserving a park. We accept credit and debit cards.

_____ A permit will be emailed to you at the email address provided when securing your reservation online. Please contact Parks & Recreation with any questions or concerns.

_____ ALCOHOL CONSUMPTION PERMITS: If serving alcohol, including a champagne toast, you will receive additional instructions.

PARK RULES

- A permit does not give "exclusive" use of the park; only the picnic shelter or specific area you have requested. The park will still be open to the public. Permit must be in permittee's possession at event to enforce its privileges, including asking individuals to move from the designated reserved space.

- The permit includes use of the shelter or reserved space (i.e. ballfield), and amenities (picnic tables, water, electricity, and grills, where available).

- Reservations are made for specific time periods - the space is not yours until the reservation time begins, so please plan accordingly. If one time period does not allow enough time for set-up, you may need to reserve the entire day, if both time periods are available. Most parks close at 10 PM, unless posted to close at 12 AM. Everyone must be out of the park by closing time.

- The group or person reserving the shelter is held responsible for the safe conduct of all participants attending event.

- The area must be left in an orderly condition when you leave at end of time period; all trash and decorating items must be disposed of properly in existing containers and left clean for the next group using the park. Plants and trees must not be used as supports for games or decorations. To avoid turf damage, chairs must not push into the ground.

- All motorized vehicles must remain in the parking lot and are not allowed on any off-road areas such as park pathways, grass, fields, etc. (see exception below).

- A key is available to allow vehicle entry for unloading of supplies into Lester Park, Leif Erikson Park, or Chambers Grove. A \$20 key deposit is required. Vehicles cannot remain in the park and the post or gate must remain locked during your event.

- ALCOHOLIC BEVERAGES: The consumption of alcohol is prohibited by City of Duluth ordinance unless an alcohol consumption permit is included with your reservation. (See page 4 for information on alcoholic beverages.)

- FOOD: You may use existing grills or bring additional grills. Coals, hot water, or cooking oil/grease cannot be dumped on lawns, turf, landscaped areas, catch basins or sewers, and must be disposed of properly. Grease and food waste should be composted or thrown in the garbage. For safety reasons, glass containers are prohibited. (For additional information, contact Todd Carlson at tcarlson@duluthmn.gov, 218.591.2343 or 218.730.4051.)

- ELECTRICITY/WATER: Most parks are equipped with 110 volt electrical outlets - 220 is not available. Multiple items may cause an overload; please be careful. Water is only available in parks with permanent restrooms.

- RECYCLING: A WLSSD ordinance is in effect, requiring recycling in the parks. Use existing receptacles for all recyclables.

- CAMPFIRES: Campfires are allowed only in existing fire pits or fireplaces in the parks. Bringing in your own fire ring is not allowed. Fire must not extend outside of the fire pit and permittee shall burn only wood that is brought into the park for the purpose of a recreational fire - no burning of materials from the park. Fire must be attended to at all times and shall be completely extinguished before leaving, removing all burned and unburned material.

- RESTROOMS & PORTABLE TOILETS: When additional toilet facilities are needed, they will be arranged and paid for by the wedding event permittee. All permanent restrooms begin opening in May and will be closed after September 30.

- TENTS & CANOPIES: Staked tents are not allowed; only stand-alone 10' x 20' canopies (except Rose Garden). A \$100 deposit is required.

- DOGS: Dogs must be leashed at all times and are not allowed on playground areas.

- "OFF SEASON" WEDDING PERMIT REQUESTS: Your request for use of a park before Memorial Day or after September 30 will be considered on a case-by-case basis. Water and bathrooms are not available at these times of the year and a permittee may bring in a portable toilet, at their own expense, request is granted.



All events with alcohol consumption of any sort must have an Alcohol Consumption Permit in addition to the event permit. Applications must be submitted at least 30 days in advance of event.

Alcohol Consumption Permit Fee \$ 125

**ALCOHOL CONSUMPTION POLICIES
for
SPECIAL EVENT PERMITS
PRIVATE EVENT PERMITS
WEDDING EVENT PERMITS**

TO APPLY FOR AN ALCOHOL CONSUMPTION PERMIT VISIT OUR WEBSITE OR FOLLOW THE LINK BELOW:

https://cityofduluth.formstack.com/forms/alcohol_consumption_permit_application

"OPEN TO THE PUBLIC" EVENTS
(Special Event Permits)

Sale of Alcohol - A restaurant with a caterer's permit that provides both food and alcohol is required. A copy of the contract must be submitted.

Some clubs, charitable organizations, religious organizations and other non-profit organizations in existence for at least three years may receive a temporary on-sale liquor license. Contact the City Clerk's office at 218.730.5500. Start this process at least 30-45 days in advance of your event. A copy of the license from the City Clerk must be submitted to Parks and Recreation before the final special event and alcohol consumption permits will be issued. More information is available at <http://www.duluthmn.gov/licenses-permits>.

"PRIVATE EVENTS" - NOT OPEN TO THE PUBLIC
(Wedding Event Permits and Private Event Permits)

Alcohol at No Charge - Alcohol has to be obtained by the private party and brought in, or alternately provided by a restaurant with a caterer's permit that provides both food and alcohol. A copy of the contract must be submitted.

Sale of Alcohol - A restaurant with a caterer's permit that provides both food and alcohol is required and a copy of the contract must be submitted.

SECURITY REQUIREMENTS FOR ALCOHOL CONSUMPTION

Pending review of your application by the Duluth Police Department Licensing Agent, a licensed peace officer(s) employed by the City of Duluth, or a private security firm, may be required to be present at all times alcohol is consumed. You will be instructed by the police department directly.

SECURITY REQUIREMENTS are determined by Officer Cha Vang. Direct questions, after you've submitted your online application to either 218.730.5687 or cvang@duluth.mn.gov.

- **ALCOHOL CONSUMPTION IN A PARK BUILDING** is restricted to indoors only. Alcohol consumption outdoors in a park is restricted to within 50 feet of the existing shelter (pavilion or gazebo) or designated area, if a shelter does not exist in the park of your choice.

No alcohol consumption permit will be issued without security requirements first approved by the Duluth Police Department.

Sections of these policies are enforceable by City Ordinances and State Statutes:
Duluth City Code: Chapter 8 Article I Sec. 35-8, 9 ● MN State Statute: 340A101, 340A.414